



Maine Department of Transportation
Direct Hire Vacancy Announcement
Project Manager I

Bulletin 13-64

CODE: 6350 **RANGE:** 28 (Supervisory) (\$46,176.00-\$63,502.40 annually)

Value of State-paid Health & Dental Insurance – Effective July 1, 2013

\$340.52 bi-weekly: Greater than \$30,000.00 or equal to \$79,999.00–10% Employee Contribution of Premium

Value of State's share of employee's retirement: 17.07 % of pay

SEARCH OPENED: 08/06/13

CONTACT: Jean Higgins

CLOSING DATE: 08/19/11; 4:30 p.m.

TELEPHONE: (207) 624-3675

POSITION TYPE: Permanent full-time

LOCATION: Augusta

POSITION #: 2500-3136

BUREAU/DIVISION: Project Development/Bridge Program

JOB DESCRIPTION: The incumbent will assist in managing a portfolio of projects within the Bridge Program Team. Duties include: Managing the budget, scope and schedule of all assigned projects; organizing for and presenting projects at preliminary public meetings and formal public hearings; responding to public inquiries; providing project information to the public, coordinating with the MaineDOT Communications Office, as necessary; fostering and maintaining open communication among team members, with other teams in the Program, with other Programs/Units within the Department and with other State agencies; managing human resource levels within the team; mentoring team members; ensuring conformance with all applicable design specifications, standards and policies, MaineDOT contract requirements and other applicable MaineDOT policies, procedures and rules. This position may supervise other members of the team and will report directly to a Project Manager II.

MINIMUM QUALIFICATIONS: Registered as a Professional Engineer or Twelve (12) years experience in technical engineering.

SELECTION PROCESS: Applicants must forward a cover letter, current resume, and completed Direct Hire application and copies of post-secondary transcripts/licensing/registration and certifications to: MaineDOT, Human Resources, Attn: Jean Higgins, 16 State House Station, Augusta, ME 04333-0016, no later than 4:30 p.m., **Tuesday, August 19, 2013** (those already in the above classification for MaineDOT) who are interested in an interview may contact **Jean Higgins at 624-3675** to be interviewed along with certified candidates. Applications are available by calling, (207)624-3050, and on the MaineDOT website: www.maine.gov/mdot

PLEASE NOTE: AN EMPLOYEE WHO TRANSFERS TO A POSITION IN THE PRO/TECH, SUPERVISORY, OR ADMINISTRATIVE SERVICES BARGAINING UNITS OF MSEA MUST REMAIN IN THAT POSITION A MINIMUM OF SIX (6) MONTHS BEFORE HE/SHE IS ELIGIBLE TO APPLY FOR ANOTHER TRANSFER. THIS REQUIREMENT DOES NOT APPLY TO SEASONAL EMPLOYEES

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